

BACKGROUND:

AITM conducted two training to the CARE International staff in PPPW (Project Planning and Proposal Writing) on 23 – 27 April 2001 and in ME (Monitoring/Evaluation) on 29th April – 4th May 2001. Following the two training and close working relation of CARE International and AITM another training in Participatory Rural Appraisal (PRA) was organized in Gardez so this report refers to the training. It is worth mentioning that CARE as mentioned earlier supports its staff for furthering their capacities through provision of training opportunities. Theses training mentioned in this report are the obvious prove of the claim.

TRAINING CONDUCTED:

On the basis of the CARE request # 542 dated 29th May 2001 AITM agreed to conduct the training as follows:

CARE and AITM through their mutual collaboration organized PRA training. The AITM two trainers namely Mr. Assadullah Daqiq and Mr. Attaullah Zamarai conducted the training in local languages (Dari /Pushto) for the CARE staff from Gardez, Logar, Khost, Maidan, Kabul, Paktika and Ghazni field offices in Gardez/Paktia province. The workshop brought altogether 22 CARE staff members under training for five days.

OBJECTIVES:

As a result of the training the participants will be able to:

1. understand the concept and principle of PRA
2. use appropriate tools and techniques of PRA
3. prepare plan and organize PRA
4. practice and carry out PRA in the field
5. prepare report and present result of PRA

CONTENTS:

- principles of PRA and project cycle
- concept of participation
- secondary source
- direct observation technique
- semi-structure interview
- mapping and modeling
- transact and walk about
- group meeting
- livelihood analysis diagram
- daily routine analysis
- ranking wealthy
- seasonal calendar
- setting goal and objectives
- venn diagram
- scoring, ranking and voting
- planning for PRA

METHODOLOGY:

A participatory style with "learning by doing" approach was followed and lectures, group discussions, brain storming, teamwork, exercise, demonstration, case studies, role-play and presentation used in the training. The trainers regularly supervised the trainees and gave feedback.



MATERIALS:
The trainers during the training provided a significant volume of handouts, teaching aids and stationery to the participants.

EVALUATION OF THE COURSE:
At the end of the training, AITM trainers distributed course evaluation forms to the participants for their comments and suggestions on the schedule, contents, methodology, teaching aids, arrangement, their objectives and other comments. The participants used qualitative and quantitative evaluation sheets by their own without any interference except explanation on how to use the form.

Attendance, punctuality, previous experience, willingness to share experience, ability to learn new skills, dealing with colleagues, attitude toward developing their skills and active participation are the points we should mention too.

The weak and strong points the participants of the training identified beside their comments and suggestions were as follows:

Particulars	Poor	Fair	Good	Very Good	Excellen t	Total
1. Time-table prepared & followed		1	5	10	5	21
2. Topics and contents covered			2	9	10	21
- Was the combination of theory and practical issues adequate?		2	8	4	7	21
3. Methods used for the teaching			6	6	9	21
- Pace of the instruction			5	9	6	20
4. Clarity of teaching (overall rating)			5	7	9	21
- Attitudes/behaviors of the instructors			1	4	16	21
- Trainers' abilities to answer questions			1	6	14	21
- Trainers' abilities to motivate Participants			6	4	11	21
- Punctuality of trainers			2	6	13	21
5. Teaching Aids (overall rating		1	6	5	5	17
- Quality of presentation		1	3	7	10	21
(OHP, transparency, flipcharts)			3	8	9	20
- Quality of written materials/handouts (Photocopy etc.)			3	7	10	20
6. Duration of the course	4	3	10		2	19
7. Extent of the effectiveness of the course to your job		1	2	9	9	21
8. Overall assessment of the course			3	9	9	21
Total	4	9	71	100	154	348



The following numbers of the participants requested below mentioned training:

Project planning	Monitoring / evaluation	Training of Trainers	Report Writing	Administration	Management
2	2	1	5	3	6

Conflicts resolution	Survey	Proposal Writing	Finance	Curriculum	Community development
1	1	4	2	2	2

There are many participants just generally referring to the need of relevant training without specification

I. Learning aspect and increase in their knowledge:
As per its importance in all aspects of life therefore it increased our knowledge and helped us a lot – this was my first PRA training it increased my knowledge in both practical and theoretical aspect – It was thoroughly useful – absolutely increased our knowledge which is necessary for a governmental or NGO employee even it is important in our family living – absolutely didn't know PRA before and now fortunately can implement PRA well – new knowledge – really it was useful and increased our knowledge -

II. What they have learned/achieved in relation to their job and routine activities:
Learned how to effectively plan our works – before to start a project the needs would be prioritized through communities and their participation in decision making as well as implementation will be encouraged – understood how to plan and design our daily works – it is linked to our job as per how to prepare a plan, how to implement a plan, how have observation of a site, how to do interview, how to collect information from the community and how make a map and diagram – learned PRA very well and it is relevant to our job **wish could learned it two years back** – the planning at first stage is really playing important role – if implement PRA the work will improve -

III. They explained the practical skills of the course belong to their job/work:
Able to analyze and acquire precise information - now we can implement and practice what we learned which is mentioned under item II – it was relevant, useful and understood how to solve problems - the linkages are the mapping, interviewing people, planning PRA and prioritization – the community mobilization in order to relay on their own is the practical side of the PRA – work with the people, by the people – since we are not paying the teachers so this training will help us a lot - **PRA need longer time while we will be not able to practice it us our office goes with high speed** – as work in relation to the establishment of schools/ madrasas so PRA is very necessary for me – all the role-plays were from the practical side of PRA – will use the baseline survey -

A. WEAK POINTS:
- The duration of course was short
- The practical side of the training was not included
- No English word was used because mostly we get forms in English
- The insufficient materials and contents


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B. STRONG POINTS:

- The handouts in Dari language and the explanation
- Identification of the needs by the people and their prioritization by the people
- The experienced trainers
- The friendly environment of the class between the trainers and participants
- Mutual cooperation
- Suitable timetable
- Good and scientific attitude of the trainers, the teaching method and comprehensive materials
- The kindness and patience of the trainers
- The quality of the handouts and presence of the trainers on time
- The contribution of the participants and mutual respect
- The practical side of the PRA

C. SUGGESTION:

- There is more practical work so the opportunities need to be provided
- As per diem is our rights so we should have the authority how to spend it while serving meal against Rs.250 compulsory
- To increase practical and demonstrative topics
- To consider the practical side of the PRA in the training
- Five days should only be allocated for the practical training
- The English phrases also to be used along with the Dari and Pushto ones
- The lectures also to be given in Pushto language

As a brief the participants' ability and willingness impressed the trainers. The detail of the assessment can be ascertained any time at the AITM office.

RECOMMENDATIONS:

- The recipients should be give strategy, support and space in order to practice what they have learnt
- Feedback from the recipients from their field work
- Feedback from the mangers on the changes that they observes during performances of the trained staff
- Feedback from the management of CARE on overall impact of the training on the achievements
- Consideration of the suggestions of the trainees and their need

CONCLUSION:

The philosophy of the training was to provide the participants with practical skills; ideas and knowledge they can use to improve work performance.

We very much hope that CARE would support the trained staff with provision of strategy and space for implementation of what they have learned from the training that the training will further their work efficiency thus they will have more achievements. AITM Trainers appealed to the trainees as well as to the mangers to provide them with regular feedback in order to know whether the theory and quality of training ensure changes in their day-to-day work or not.

AITM Trainers when analyzed the evaluation form it was found that the participants' expectations were almost met.



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Afghan Inkishaafee Tarbiawee Markaz - AITM

(Afghan Development Training Center)

FORMERLY SAVE THE CHILDREN FUND (U.K) TRAINING UNIT

Memorandum

Date	July 09, 2001
To	**Mr. Stuart Worsley Country Director CARE International** **Attention: Eng. Mohammad Sharif, Training Advisor**
From	**Managing Director – AITM**
CC	Ms. Sally Austin Deputy Country Director CARE, ARIC, DMD, AM/File
Ref.	AITM/090/003

Subject: Report of PRA Training in Gardez

Dear Mr. Stuart Worsley,

Sorry for being late in submission of the above captioned training report.

My pleasure to enclose the report on PRA Training that AITM conducted on 4th – 8th June 2001 in Gardez Afghanistan.

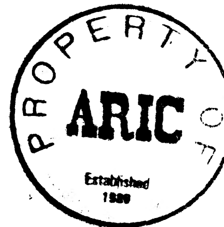
The report is for your information and consideration. I am expecting your comments and advice on the report that will enable us to prepare satisfactory report in the future.

Should you have any query please do not hesitate to contact me.

Thank you very much for your interests in the training program.

Regards,

Fazel-Rabi Haqbeen
Managing Director
AITM





AFGHAN INKISHAAFEE TARBIAWEE MARKAZ
(AITM)

REPORT
ON PRA TRAINING FOR CARE INTERNATIONAL STAFF
IN
GARDEZ



TITLE:	Participatory Rural Appraisal (PRA)
VENUE:	Gardez, Afghanistan
NUMBER OF PARTICIPANTS:	(22)
DURATION:	4TH – 8TH June 2001 (5 Days)
FUNDED BY:	CARE International
IMPLEMENTED BY:	AITM
SUBMITTED TO:	CARE
SUBMISSION DATE:	July 09, 2001